

UNIX Account Manager Guide

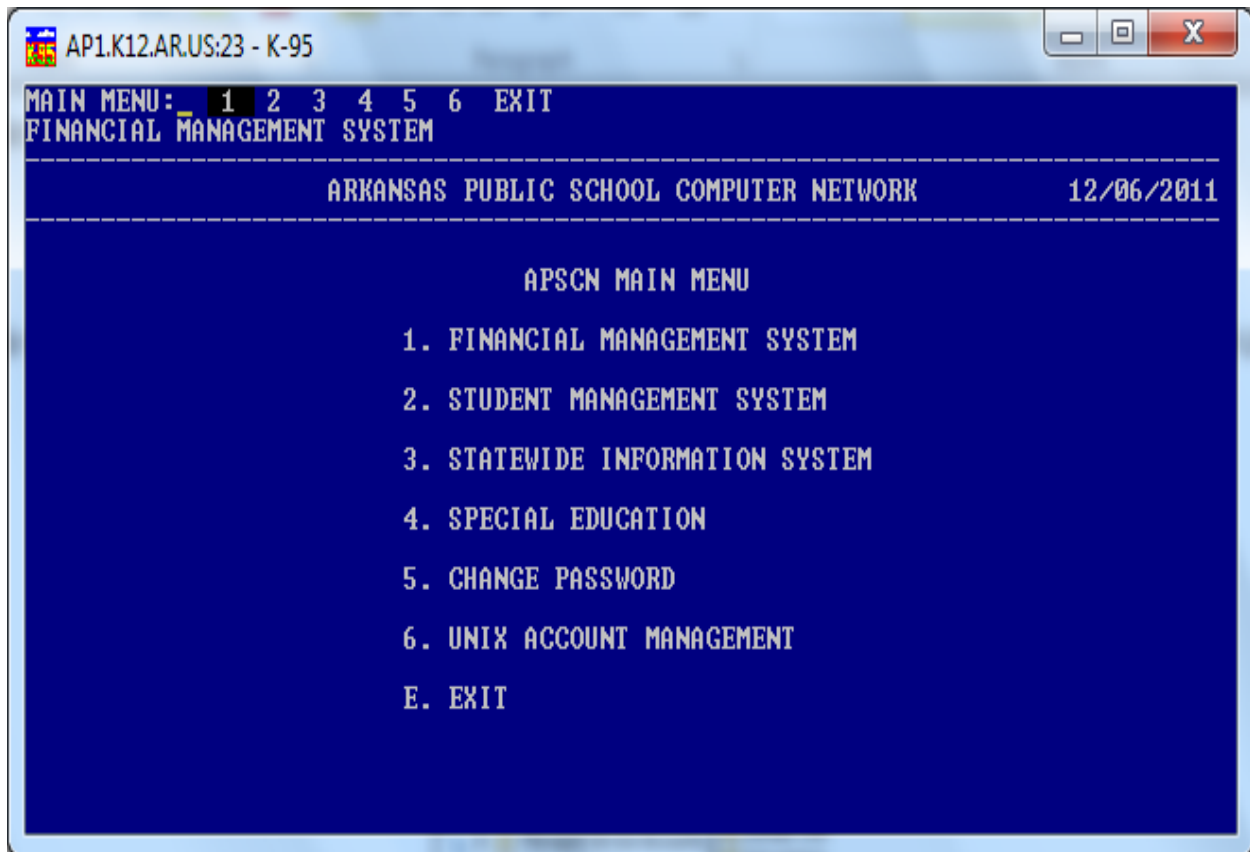
This document will guide the UNIX Account Manager as to how to create and manage UNIX accounts and reset UNIX account passwords.

NOTE: It is important to remember that the UNIX Account Manager (UAM) is not necessarily a System Administrator in another application. For example, the UAM might be a member of the technology department and not be a System Administrator in any of the APSCN applications, not be the Cognos Account Manager, etc. Those duties might belong to a bookkeeper or registrar, for example. It is possible to be the UAM and not have access to APSCN applications at all.

It is also important to remember that the converse is true as well: being a Cognos Account Manager, FinancePlus System Administrator, StudentPlus System Administrator, or administrator of any other application does not mean a user is also the UAM for your location.

Create a New UNIX Account

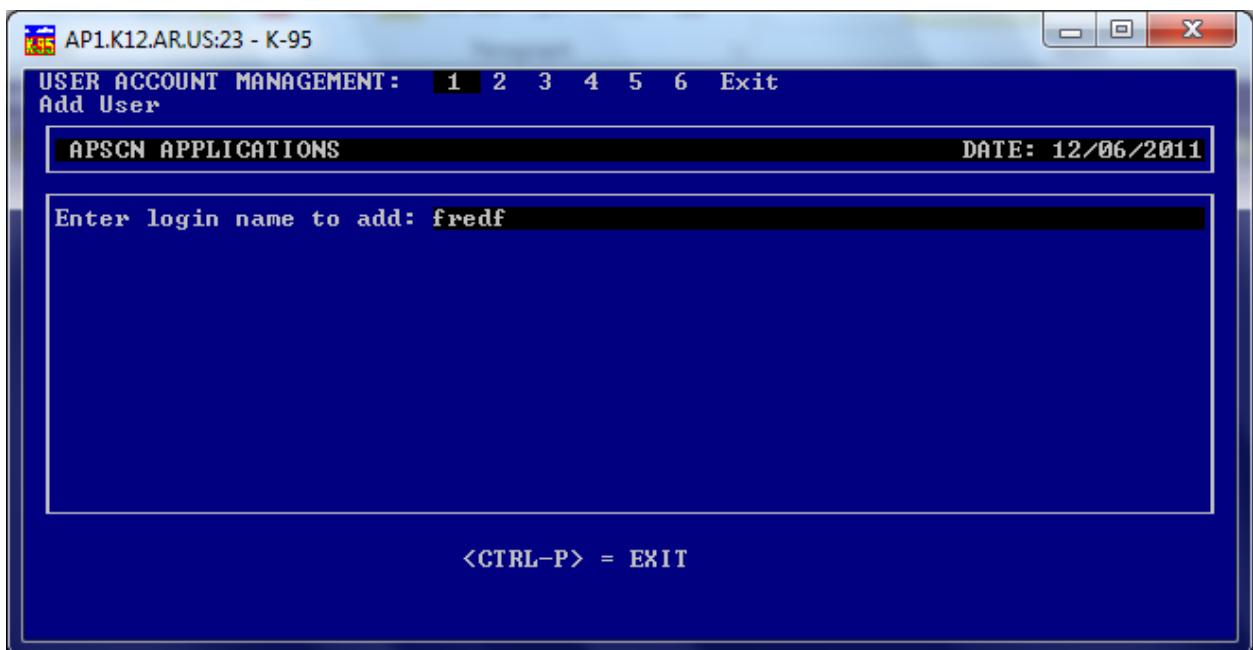
- Connect to the APSCN Server either via the APSCN GUI or the APSCNPlus desktop icon.
Note: Even though you may gain access via APSCNPlus, UNIX accounts may be created for purposes other than Financial or Student Plus applications.
- Once you are connected, select "6. UNIX ACCOUNT MANAGEMENT".



- Select "1. Add User" on the next screen.



- Type the login ID for the new user – in this example "fredf" will be used.
Per audit, it is required that the ID match an actual user. Accounts such as 'tech1' or 'staff1' are not permissible. Also note that there should be only one account per user. The user should not have two accounts such as "fredf" and "ffox".



- Enter the last name – in this example “Fox” will be used.
It is important to use proper case as this name will be used in other software, will appear on reports, etc.

AP1.K12.AR.US:23 - K-95

USER ACCOUNT MANAGEMENT: 1 2 3 4 5 6 Exit

Add User

APSCN APPLICATIONS DATE: 12/06/2011

Enter last name for fredf: Fox

<CTRL-P> = EXIT

- Enter the first name – in this example “Fred” will be used.
It is important to use proper case as this name will be used in other software, will appear on reports, etc.

AP1.K12.AR.US:23 - K-95

USER ACCOUNT MANAGEMENT: 1 2 3 4 5 6 Exit

Add User

APSCN APPLICATIONS DATE: 12/06/2011

Enter first name for fredf: Fred

<CTRL-P> = EXIT

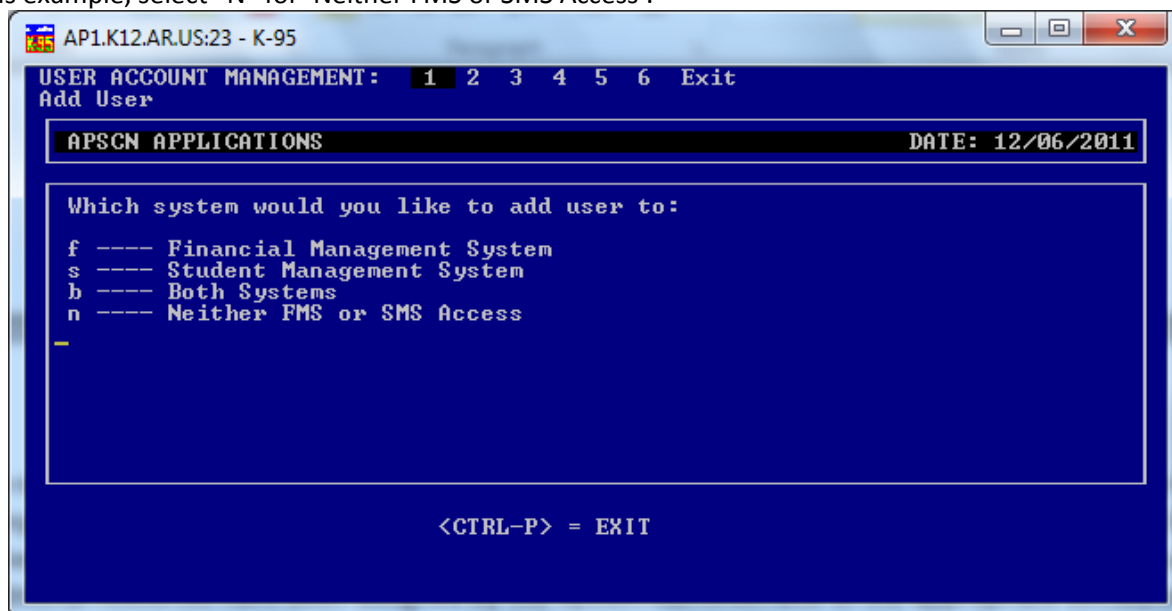
- The next screen allows the opportunity to grant basic access to FinancePlus, StudentPlus, Both, or Neither. It is important to note that this step really has nothing to do with the creation of the UNIX account, but is rather a 'time-saver' to grant basic access. Even with this step, the user will not be able to use the Plus software until additional resources have been assigned by the System Administrator of the appropriate software.

Since this step is non-UNIX related, there is the possibility that the step may go away completely in the future. Also note that resources may be granted in other software (Cognos, FinancePlus, StudentPlus) even if 'N' was selected during the short-cut step.

For example, you may create a new UNIX account for the Superintendent, and that account may be used to access ARRA. In that case, 'N' would be the best choice since there is not a need to grant Financial or Student access in the Plus software.

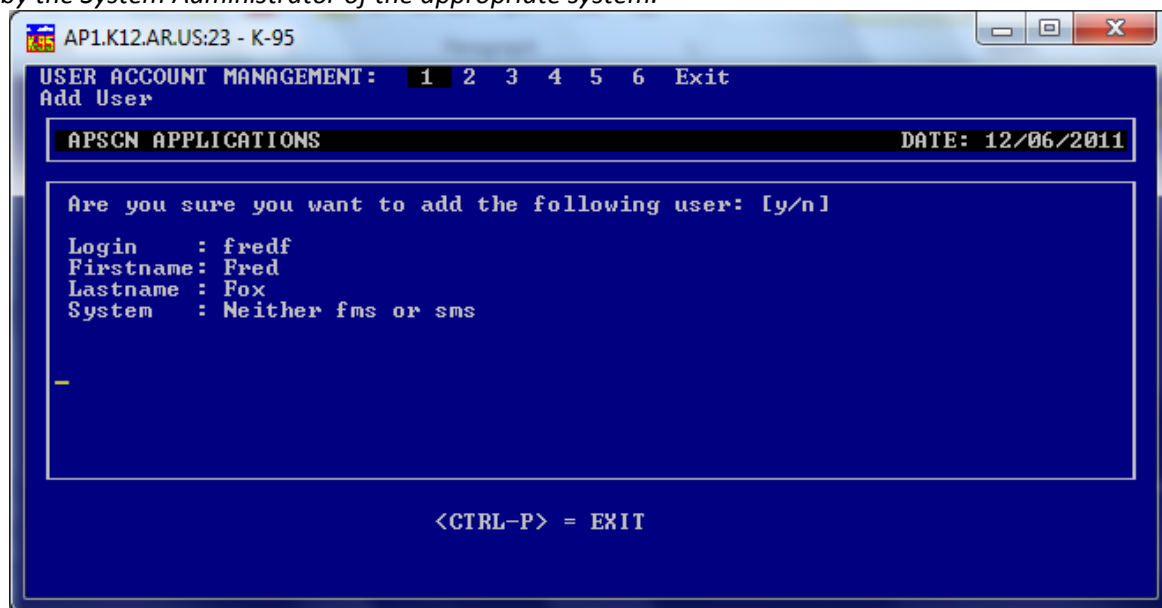
If, for example, it is decided later that the account used by the Superintendent does need FinancePlus access, simply have the FinancePlus System Administrator grant resources for the existing UNIX ID.

- In this example, select "N" for 'Neither FMS or SMS Access'.

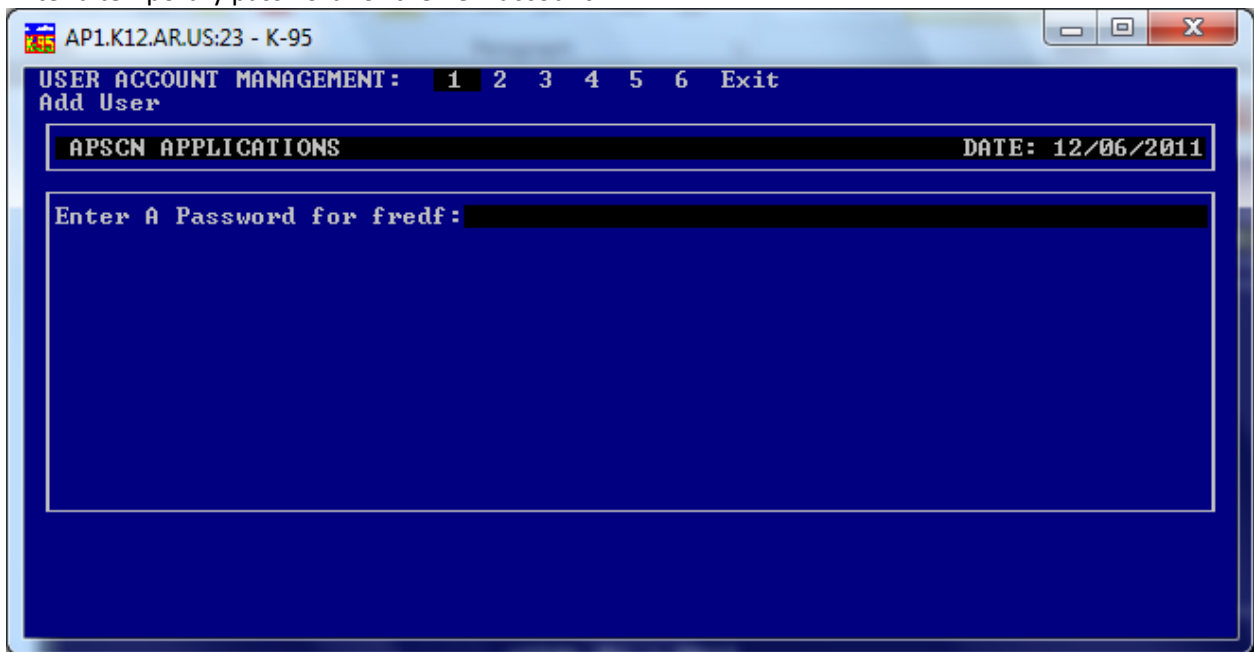


- Look over the screen to make sure that the ID matches the name, that the First and Last name are in proper case, and select 'y' to continue.

Remember, even if one system is selected during the short-cut step, or not, those resources may be added later by the System Administrator of the appropriate system.

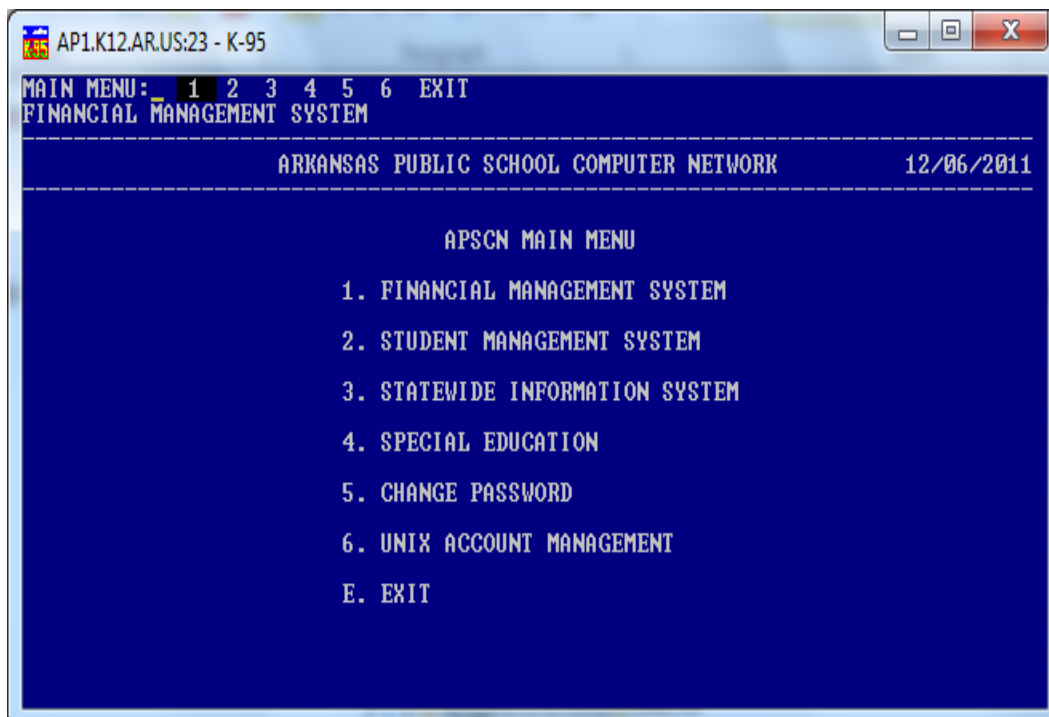


- Enter a temporary password for the new account.



View List of Current UNIX Accounts

- Connect to the APSCN Server either via the APSCN GUI or the APSCNPlus desktop icon.
Note: Even though you may gain access via APSCNPlus, UNIX accounts may be created for purposes other than Financial or Student Plus applications.
- Once you are connected, select "6. UNIX ACCOUNT MANAGEMENT".



- Select "6. List Users" on the next screen.

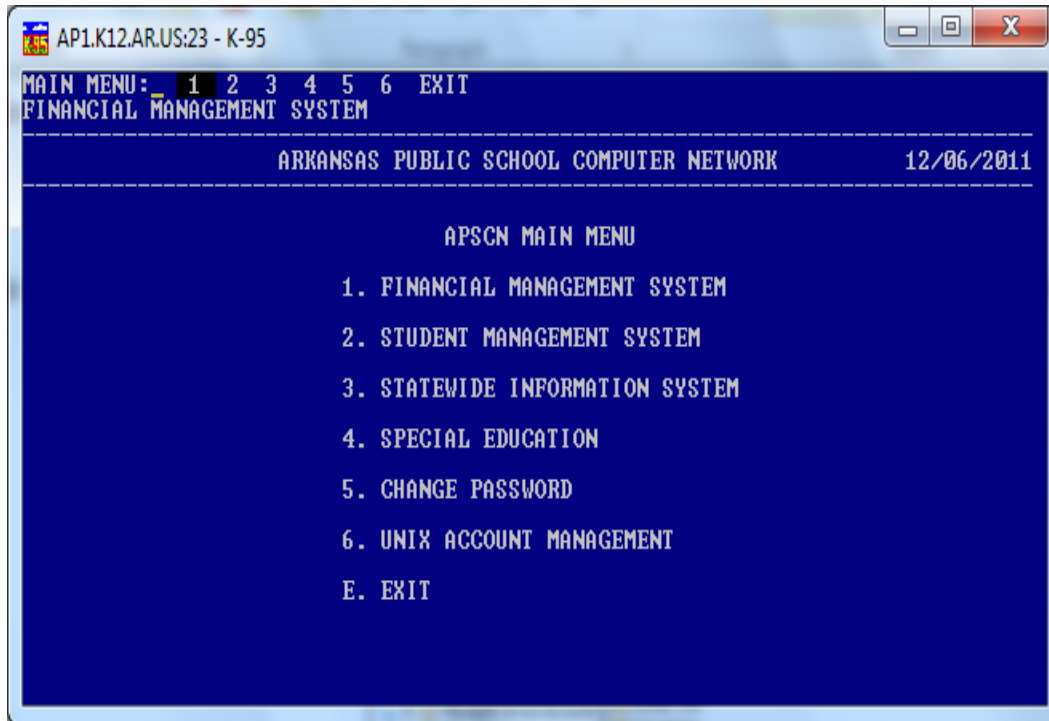


- Displayed will be a list of UNIX accounts.
Note that these accounts may or may not have resources in Plus, Cognos, etc.

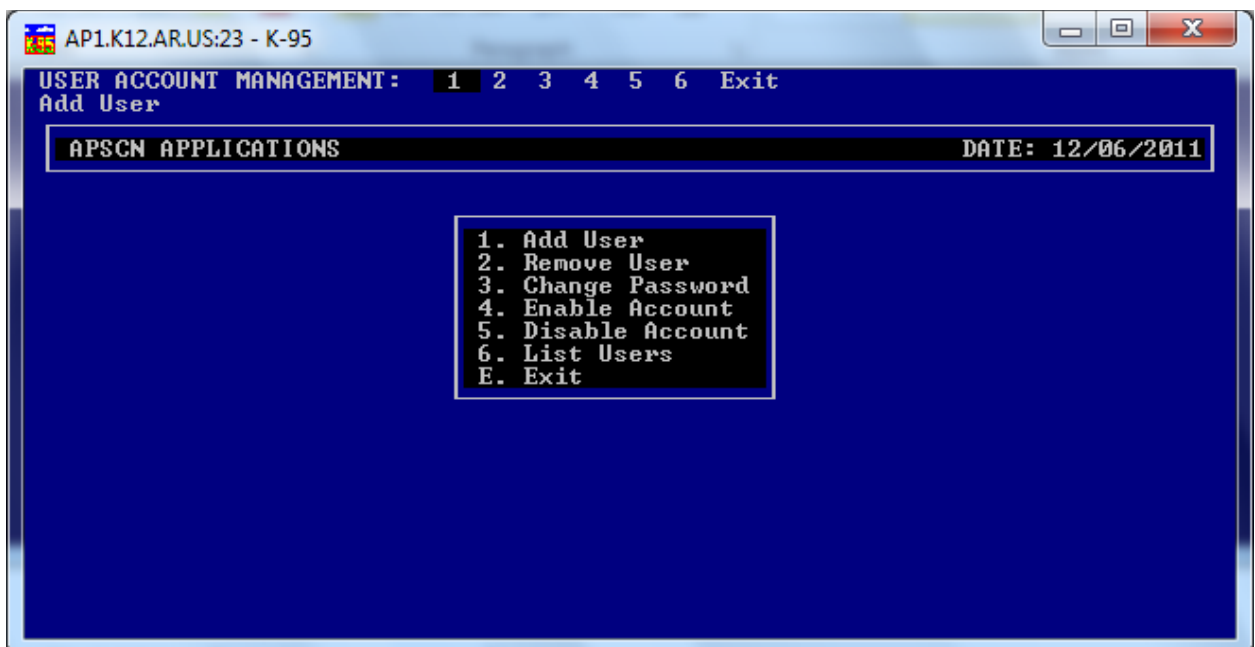


Reset Password for an Existing UNIX Account

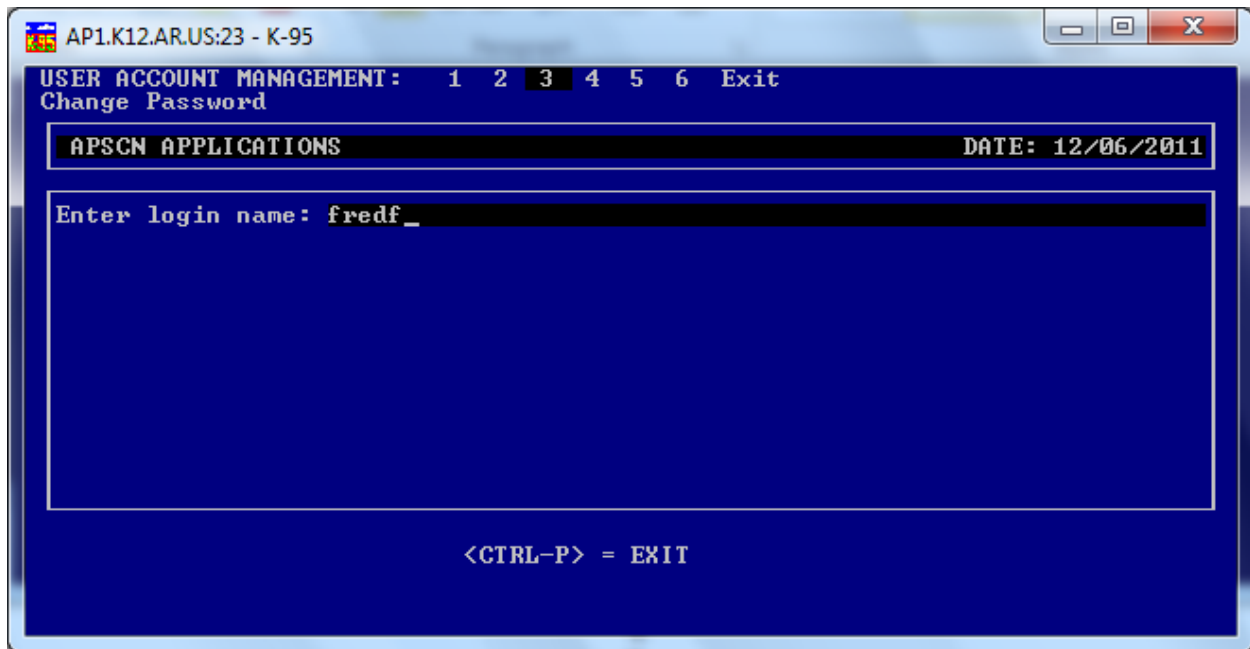
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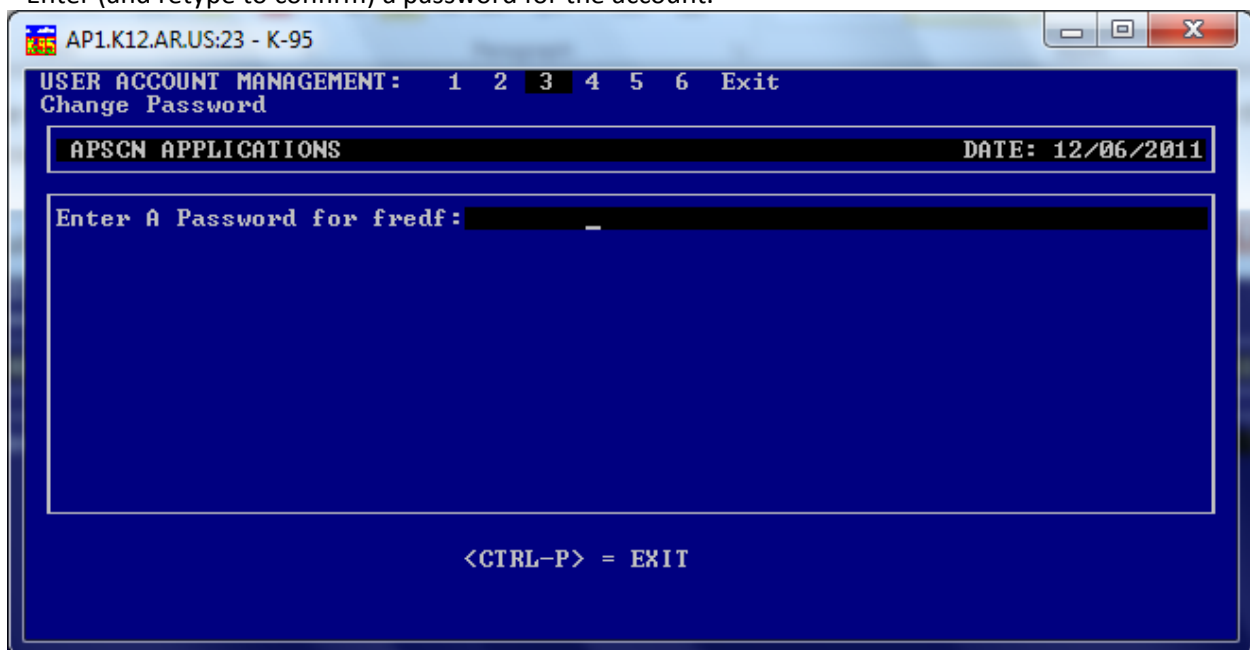
- Select “3. Change Password” on the next screen.



- Type the UNIX login ID of the user account to reset the password. In this example, we will reset the password for the account 'fredf'.



- Enter (and retype to confirm) a password for the account.

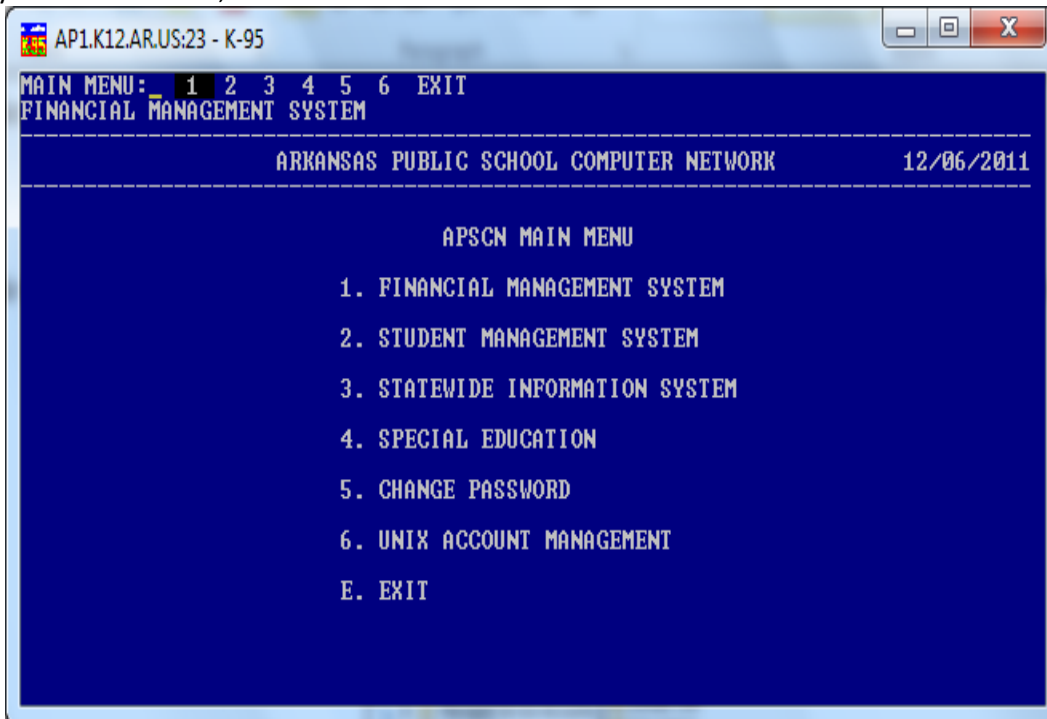


Delete an Existing UNIX Account

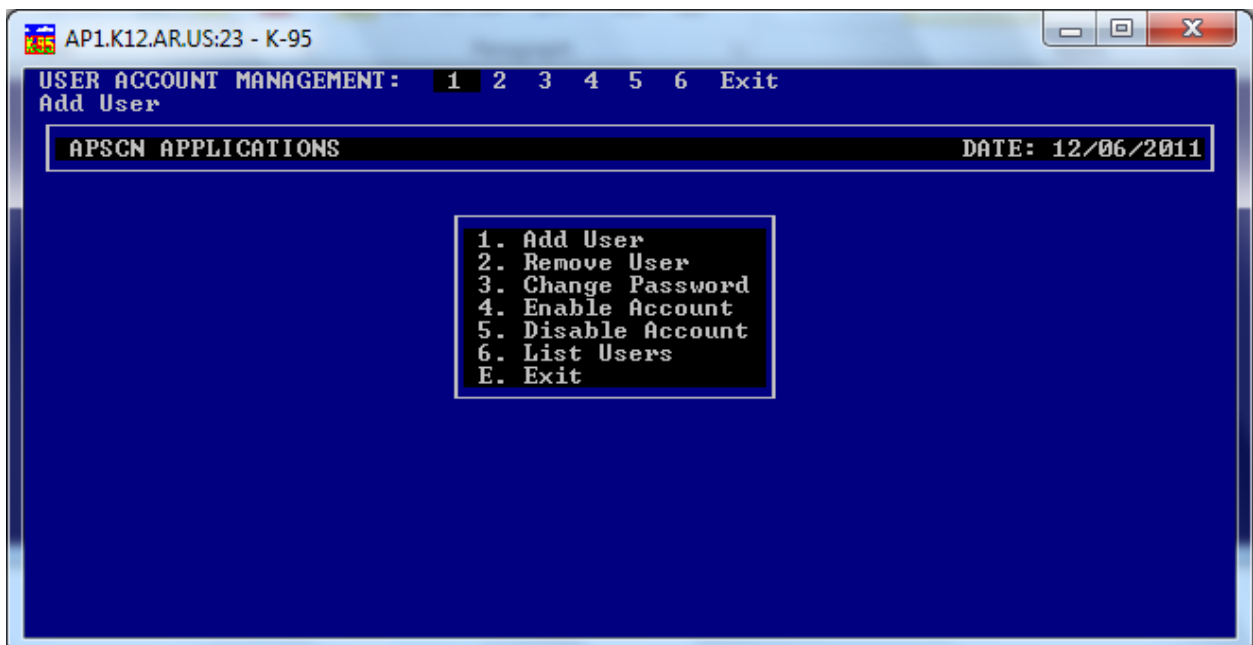
Note: As the UAM, you should ALWAYS check with administrators of other software before deleting an existing UNIX account. Steps should always be taken first in any appropriate software to avoid problems caused by the deletion of the UNIX account.

For example, if the account utilizes StudentPlus, the deletion of the UNIX account will also remove Attendance Letters associated with that account, etc.

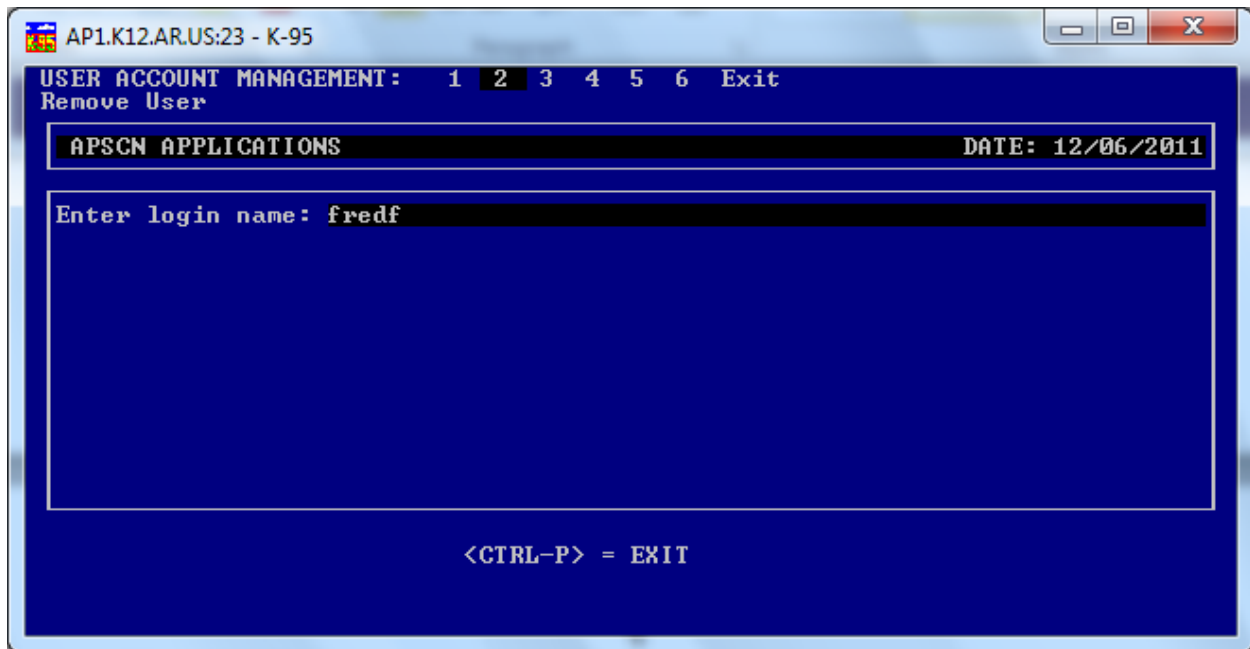
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Note: Even though you may gain access via APSCNPlus, UNIX accounts may be created for purposes other than Financial or Student Plus applications.
- Once you are connected, select “6. UNIX ACCOUNT MANAGEMENT”.



- Select “2. Remove User” on the next screen.



- Type the UNIX login ID of the user to remove. In this example, we will remove the account 'fredf'.



Final Step After UNIX Account Creation

- Now that an UNIX account has been created for a particular user, the next step would be to give the account information to the appropriate party to assign resources.

Possible Examples:

Remember, as the UAM you may or may not be assigned administration responsibilities in other software.

- Contact the FinancePlus System Administrator to assign resources for the UNIX account.
- Contact the StudentPlus System Administrator to assign resources for the UNIX account.
- Send in a Cycle Coordinator Form to have resources assigned for the UNIX account.
- Contact the Cognos Account Manager to have resources assigned for the UNIX account.
- Send in an ARRA Form to have resources assigned for the UNIX account.
- Contact or send the form for "X" to have resources assigned for the UNIX account.
- There may be many possibilities for an existing UNIX account, and those choices will change over time.